

Headquarters East



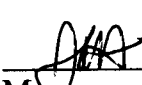
Labor-Management Partnership Council

COUNCIL MINUTES

January 13, 1999

2 – 4 p.m.

Approved:

 2/4/99
Management Co-Chair / date

 2/4/99
Union Co-Chair / date

The meeting began at approximately 2:13 p.m. Council members attending were the following for management: Richard Crooke, Jennifer Hovencamp, Tony Kendrick, Katherine Ciacco-Palatianos, and Mary Beth Skupien. The LIUNA Union members present were: Ann Brown, Balerna Burgess, Bonnie Matheson, and Vickye Santiago.

INTRODUCTION OF NEW MEMBER: The Labor-Management meeting was opened with an introduction of the newest management representative, Katherine Ciacco-Palatianos, M.D. Dr. Palatianos works within the Office of Public Health.

DISCUSSION OF COUNCIL MINUTES: The second item on the agenda was a discussion of the minutes for the Council meetings. The respective Chairs distributed the minutes for the September and November meeting for signature. The draft minutes of the December meeting were also presented with comments to be provided to Ms. Matheson by COB 1/14. The process for providing draft minutes and final minutes was discussed, including whether the 5-working day requirement of the Charter should be reconsidered, and whether a tape recorder could be used to supplement note-taking and serve as a reference when drafting the minutes. Consideration of using a tape recorder was deferred.

The Council agreed by consensus that the timeframe for providing final minutes would remain unchanged.

QUALITY OF WORK LIFE INITIATIVE: The third item on the agenda was the Quality of Work Life Initiative. Five individuals, with a possible sixth person, volunteered to serve on a sub-committee to the Council to develop the Headquarters East QWL plan. At the November meeting the Union presented questions to Management regarding the National IHS QWL plan. Discussion of the process for presenting Union specific issues to Management via the Council took place. In the matter of QWL questions, it was agreed that the Council would accept the questions, review them, revise or add to them as appropriate, and submit them to the Agency for a response. The Council's QWL questions would be submitted to Ms. Matte, Director, Division of Human Resources, OMS, for a response because she is the IHS-wide QWL representative for the Agency. Related to QWL was the follow-up December decision of the Council to take responsibility for the Headquarters East QWL plan. During the meeting it was decided that the Council would request Ms. Matte to provide her expectations of the

Council regarding QWL issues at Headquarters. Once the Council receives a response from Ms. Matte, the Council agreed to develop a charge letter to the five individuals who have agreed to serve on the sub-committee. Copies of the National Partnership Council charter was provided.

The Council agreed by consensus to accept the five individuals who expressed an interest to serve on the Headquarters East QWL Plan sub-committee to the Council.

The Council agreed by consensus to consider a sixth sub-committee member at the next Council meeting.

The Council agreed by consensus to adopt the Union's questions regarding the current IHS QWL plan update submitted to the Department in September 1998 and review/revise/add to them and submit them to Ms. Matte, Director, Division of Human Resources, OMS, for a response.

CAREER LADDER POLICY UPDATE: There was no new information regarding the career ladder policy issue discussed at the November Council meeting. An update regarding management's position on restructuring, whenever possible, non-supervisory positions into career ladder positions will be requested before the next Council meeting.

RELOCATION OF HEADQUARTERS: Mr. Darrell Pratt will meet with the Council at the February 3 meeting and provide an update regarding the relocation plan. Mr. Pratt will also make a presentation at the next General Staff meeting.

REVIEW OF LMPC POSITION STATEMENTS AND RECOMMENDATIONS: The Council reviewed four letters that will be signed by the Council on a recommendation regarding the performance management system, on a position statement regarding a career ladder policy, the decision of the Council on its role in the relocation of Headquarters, and a request to OMS for Mr. Handler to develop a survey of Headquarters East employees to establish their interests and issues regarding the relocation. The memos, once signed, will be provided to HQE employees via e-mail and as handouts at the following General Staff Meeting.

The Council agreed by consensus to accept and sign all four of the memos, with discussed changes.

TRAINING OF LMPC MEMBERS: The Council briefly discussed what training they would like to have in 1999 to further their partnering effort. This topic will be discussed in future meetings.

HEALTHY CHALLENGE: The Council discussed various health activities it might take up as a group as a way to participate and support the health challenge that the Chief Medical Officer, Dr. Kermit Smith, issued to HQE. The health challenge is an activity for 1999 that encourages individuals or groups to set a health goal for 1999. The discussion focused on finding a health activity that could incorporate the diverse health interests of a group of ten people.

The Council agreed by consensus that in 1999 any refreshments at Council meetings will be healthy.

After agreeing to reschedule the February Council meeting to February 3, the meeting adjourned.